

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITIES

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

TRAINING UNIT SUPERVISOR

Role Title: Trainer and Instructor III

Position # 00066

Pay Band 5 Level II - Hiring Range: \$40,959 - \$74,004

Closing Date: April 28, 2008

Program Operations Division. This position oversees the training and development programs for providers and other external audiences, as well as internal staff training. The incumbent also supervises training unit staff, and develops and conducts instructor-led and on-line training. Requires experience planning curricula and designing training materials. Requires considerable knowledge of training and evaluation techniques, curriculum development, needs assessment and evaluation. Working knowledge of medical and pharmacological terminology, healthcare payment systems, universal billing forms, and the healthcare industry is essential for this job. Must have demonstrated experience supervising others. Requires knowledge of claims, rules and regulations, policies and procedures pertaining to the Virginia Medical Assistance Program, and other programs DMAS administers. Considerable knowledge in using PC's, projectors, audiovisual equipment, spreadsheets, word processing, electronic calendars, and project planners is required. Strong customer services skills, with excellent oral and written communication skills are required to respond to DMAS staff and a wide variety of provider inquiries. A degree in education, business, or a related field is preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

EEO/AA/ADA